

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, February 02, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, February 02, 2015** at the time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Dion Katsouros, Senior Project Manager, The Skillman Corporation was also present.

General Substance of Matters Discussed

1. Rachel Delaney, 3146 Glenwood Street, Highland, met with the Town Council to discuss her application for appointment to a board or commission. The discussion concerned her possible interest in an appointment to the Redevelopment Commission.

Ms. Delaney recounted her current work as the CEO of the Humane Society of the Calumet, noting the growth in programs during her ten years.

The Town Council discussed with Ms. Delaney the prospects related to the restoration and rehabilitation of the Town Theater. It was noted that she had formerly served as a member of the Board of Waterworks Directors.

Ms. Delaney explained the rationale for her interest in being considered for the Redevelopment Commission. She also indicated that she would be open to considering appointment to another board or commission.

2. *Status and Progress Report on Police Station Construction.* Dion Katsouros, Senior Project Manager, Skillman Corporation, distributed bound status and update reports regarding the progress and disposition of the Police Station Construction at 3315 Ridge Road.

Mr. Katsouros characterized the current status of the project as delayed by approximately three weeks, mostly owing to weather sourced delays. He further noted the protracted period of time for NIPSCO to provide and establish natural gas service, which also slowed progress. Mr. Katsouros assured the Town Council that there were tasks in the time chart that could be performed in parallel timetables, which he suggested would allow for recovery of the time delays. He did not believe there was any reason to report that the intended completion target of the end of September to early October would not be achieved.

There was a discussion regarding the frequency and timing of a standing monthly report to be delivered to the Town Council by Skillman. Mr. Katsouros noted his standing commitment to attend the Public Building Corporation Board meeting on the second Monday of each month, and inquired whether his progress reports could be presented at the Plenary Business meetings of the Town Council that follow the Board meetings. The Town Council expressed a preference for having the monthly progress reports to be at the standing study sessions, which occur at the first Monday of every month.

3. Tracy Oprea, 8424 Delaware Place, Highland, met with the Town Council to discuss her application for appointment to a board or commission. The discussion concerned her possible interest in an appointment to the Redevelopment Commission.

Ms. Oprea recounted her current work as a volunteer related to the enhancement of the Downtown and the Town Theater Restoration and rehabilitation project. Ms. Oprea noted that she was a Highland native, who lived away for a time but returned to Highland to raise her son in the community. She further spoke of her desire to be involved in advancing the community. Additionally, Ms. Oprea commented on areas outside of the downtown that she opined may be in need of enhancement.

The Town Council discussed with Ms. Oprea the prospects related to the restoration and rehabilitation of the Town Theater.

Ms. Oprea explained the rationale for her interest in being considered for the Redevelopment Commission. She also indicated that she would be open to considering appointment to another board or commission.

4. The Town Council discussed the prospective agenda matters that were known to be included for the plenary business meeting of Monday, February 9, 2015.

The Town Council discussed filing deadlines for matters to be placed on the agenda. It was noted that Section 2.05.090 (E) and (F) of the HMC provided that the Clerk-Treasurer and the Town Council President were responsible for establishing the agenda and that the Clerk-Treasurer was authorized to establish filing deadlines for particular meetings.

The Town Council determined that it was desirable to have matters that were to be considered for placement on the Agenda of the plenary business meeting to be filed no later than the Monday of the standing Study Session, one week before the plenary business meeting. The Clerk-Treasurer represented that he would memorialize the deadline and communicate it to the several department heads.

5. The Town Council and the Clerk-Treasurer discussed the status of the revised Compensation and Benefits Ordinance, commonly known as the employee handbook. It was noted that many of the desired changes were in place by operation of recent amendments adopted by the Town Council. There remains discussion of the issue of longevity and the several changes necessary to bring policies in compliance with state and Federal law. It remained a work in progress but would be delivered soon.
6. The Town Council discussed a request presented by NIPSCO seeking an easement upon public property to accommodate natural gas pipelines. It was noted that there was a need to receive additional information.
7. Kathy DeGuilio-Fox, 8839 Highland Street, Highland, met with the Town Council to discuss her application for appointment to a board or commission. The discussion concerned her possible interest in an appointment to the Redevelopment Commission.

Ms. DeGuilio-Fox noted her past service on the Redevelopment Commission and her work in economic development.

The Town Council discussed with Ms. DeGuilio-Fox the prospects related to the restoration and rehabilitation of the Town Theater. Ms. DeGuilio-Fox postulated on the importance of increasing tax base, and the balance of obtaining new business while retaining existing ones. The Town Council and Ms. DeGuilio-Fox had an extended colloquy regarding redevelopment and economic development strategies, use of business incubators, eroding barriers to investment, loft-style housing, mixed use

development, strengths of existing amenities in the downtown, and challenges to development generally.

Ms. DeGuilio-Fox explained the rationale for her interest in being considered for the Redevelopment Commission. She also indicated that she would be open to considering appointment to another board or commission.

8. Dan Grimmer, 9525 Manor Drive, Highland, met with the Town Council to discuss his application for appointment to a board or commission. The discussion concerned his possible interest in an appointment to the Redevelopment Commission.

Mr. Grimmer noted his past service on the Plan Commission and his former service as a Highland fire fighter.

The Town Council discussed with Mr. Grimmer the prospects related to the restoration and rehabilitation of the Town Theater. Mr. Grimmer expressed his reservation in the Town government owning and operating a business. Mr. Grimmer offered his success in developing the area near to the site of Grimmer Construction, his business, located on 2619 Main Street, between 45th Avenue and Indianapolis Boulevard. He offered his outlook informed as a developer and large project contractor. Mr. Grimmer also offered an idea for a business that would have synergies with the Bike Trail, offering rental bikes, storage for bikes with other amenities supporting commuters to stop between work and home.

Mr. Grimmer explained the rationale for his interest in being considered for the Redevelopment Commission. He also indicated that he would be open to considering appointment to another board or commission.

It was noted that he and his wife recently added a daughter to his family, Madeleine Ruth.

9. The Town Council discussed the comparative merits of the candidates just interviewed as well as those who were currently serving on the Redevelopment Commission seeking reappointment. It was noted that two persons did not seek reappointment to the commission.

The discussion included the consideration of continuity in membership. The Town Council discussed whether to retain the incumbents and then select from the candidates interviewed in the study session for appointment to the two vacancies. A ranking of the evening's candidates emerged. There remained to be discussed which persons would be appointed by the Town Council President and which would be appointed by the Town Council.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, February 02, 2015**, was adjourned at 9:15 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer